Owned by: SIMCE
Reviewed: Autumn 2025
Next Review: Autumn 2026

St. Andrew's Church of England (VC) Primary School

Policy for Admissions to Nursery

Rationale:
Our School Vision is led by the example of St Andrew; *"Come, follow me," Jesus said, "and I will send you out to fish for people." (**Matthew 4: 19**)*
Learn to Love- As Jesus showed Andrew how to be the very best of men, so we guide and support our children to become the best that they can be. We teach our children to care and have respect for themselves and others, physically, morally and culturally. Our curriculum is built around the fish symbol to show that the love of God and Jesus is at the very heart of all that we do.
Love to learn- Just as Jesus immediately saw the character and depth of Andrew at that first meeting on the shores of the Sea of Galilee calling him to be his disciple, so we see and encourage the strengths and interests of all our children. We help them become lifelong learners, encouraging and developing their sense of enquiry and aspiration.
In God's love each one will shine- Following Jesus' command; *"Come, follow me," Jesus said, "and I will send you out to fish for people." (**Matthew 4: 19**)* St Andrew brought people to meet, to love and to learn from Jesus. In a similar way we help our children to follow Christian values, to receive the love of God, and to shine that love to others in His grace.

St, Andrew's School is a one-form entry Voluntary Controlled Church of England Primary School. Although we are affiliated to the Church of England, the denomination of children is not a factor for determining admission. **The school is responsible for setting the Admissions Policy and the Admissions process for Nursery applications.**

Admission to Nursery Class 2026/27

All maintained schools with Nurseries in Hertfordshire are responsible for making their own Nursery allocations in accordance with the school's own published Nursery admission arrangements. (see Appendix 1 below).

Admission information for Nursery is available from the School website or School Office. The application timeline for 2026/27 is detailed under Appendix 2 below. Parents are required to complete a Nursery Application Form 2026/27 for Nursery admission from September 2026, along with a Supplementary Nursery form, detailing their individual preferences for additional provision. On allocation of places, parents will then be required to complete the Parent Declaration form, to be used by school to apply for the appropriate funding via HCC.

Unless there are exceptional circumstances (e.g. SEN needs), applications for the Nursery will be for the whole academic year and all Nursery children will start in September 2026. (see Appendix 2).

Once all the available places (30), have been offered, a Continuing Interest List will be held by the school.

Prospective parents are encouraged to come and visit our Nursery. Small group appointments to view the Nursery and meet with the Headteacher will be available for the duration of the application process. Parents and carers are encouraged to contact the School Office from the start of October to arrange a mutually convenient time to visit.

HCC is required by law to deliver 15 hours a week of free early years provision for all 3 and 4 year olds. St Andrew's offers full time provision of 3 hours per session, 5 days a week from rising 4 years. Places will be allocated in the first instance to 30 children for the mornings only Nursery, from 8.45 – 11.45am. Consideration will then be given to any preferences these parents have for the afternoon. Any

applications received for afternoon sessions only (see below – i.e. parents who are taking up their free 15-hour universal provision with another provider) will be considered after the initial allocation of 30 Nursery places has been completed.

Hertfordshire County Council will continue to circulate admission information to parents of Hertfordshire children – (parents of children born between 1.9.2022 and 31.8.2023) during the autumn / spring terms.

APPENDIX 1

Admission Arrangements for St Andrew's Church of England VC Primary School Nursery for 2026/2027.

The school's published admission number is 30.

Section 324 of the Education Act 1996 requires the Governing bodies of all maintained schools to admit a child with an Education, Health and Care Plan (EHCP) that names their school.

If there are fewer applications than places available at St Andrew's C of E VC Primary School Nursery, all applicants will be admitted. If there are more applications than places available (30), the criteria outlined below will be used to prioritise applications.

Rule 1 **Children looked after** and children who were previously looked after, including those children who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted. Previously looked after children are those who were looked after but ceased to be so because of being adopted or became subject to a child arrangements order* or a special guardianship order*. Children who were not looked after immediately before being adopted or made the subject of a child arrangement order or special guardianship order, will not be prioritised under this rule.

Rule 2 **Medical or Social** Children for whom it can be demonstrated have a particular medical or social need to go to the school. A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Rule 3 **Sibling:** Children who have a sibling on the roll of the school at the time of application*. *This applies to Reception through to Year 5.* In Year Admissions: the sibling may be in the school's final year (Year 6), as long as they will still be in attendance at the time of the admission.

Rule 4: **Nearest School** Children for whom it is their nearest school or academy. This includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location.

Rule 5: **Distance** Children who live nearest to the school. *Children not considered under rule 4 will be considered under rule 5.*

Tiebreak

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. If more children qualify under criterion 4 than there are places available, priority will be given to those who live nearest to the Nursery as measured in a straight line.

Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random.

Distance Measurement
Measured by distance from the school. All distances will be by a 'straight-line' measurement from the postal address point of each individual house to the address point of the school, (address point data taken from Google
Maps).

Continuing Interest List
If there are more than 30 applicants, St. Andrew's Primary will hold a Continuing Interest List for any places which may become available. The above admissions arrangements will be put in place if a subsequent Nursery position becomes available and there are more applicants than places at the time of the vacancy.

APPENDIX 2

Nursery Admissions Timeline 2026/27

Event	Date	Additional Information
Applications open	**Monday, 3rd November 2025**	To apply: Please download the application form from the website and return by email to: admissions@standrews323.herts.sch.uk or contact the School Office for a paper copy
Application deadline	**Friday, 27th February 2026**	Applications received after this date will not be considered for a Nursery place until after 27th April 2026.
Offer date	**Friday, 20th March 2026**	We will email you with the outcome of your application on this date. Notification letters will be posted to any applicant requesting a paper response.
Acceptance date	**Monday, 20th April 2026**	Last date for accepting the place offered. Please ensure that you have accepted the place in writing or sent an email to: admissions@standrews323.herts.sch.uk

The Nursery operates term time only and follows the school calendar observing the same holidays.

Allocation of a Nursery place does not guarantee subsequent admission into St Andrew's Church of England VC Primary School Reception class. Parents must apply for a school place through Hertfordshire County Council and not directly to the school.

(see https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/primary-junior-and-middle-schools/primary-junior-and-middle-school-places.aspx for further information)

AFTERNOON PROVISION

The Nursery of St Andrew's Primary School runs every weekday morning during term time from 8.45am – 11.45am. This is the 15 hours' free universal provision.

In addition to the 15 hours of Nursery provision during the morning, St Andrew's Primary School in partnership with Bobtails Playgroup offer a further 15 hours of childcare provision during the afternoons

on the school site. This is part of the 'Free Childcare for Working Parents' scheme from the Government for working parents of 3 and 4 year old children who are eligible under the Government criteria.

Eligibility
All 3 and 4 year olds who live in England are entitled to 15 hours of free childcare from the term after they turn 3 until they start school, irrespective of income level, benefit status, or family circumstances. St Andrew's will claim the first 15 hours free childcare through Hertfordshire County Council.

Parents who live and work in England may also be entitled to an **additional Government funded 15 hours** of provision. For further information and how to apply please go to:
https://www.beststartinlife.gov.uk/

The 15 hours' afternoon sessions are offered as follows:

St Andrew's Church of England VC Primary School
11.45am – 2.45pm afternoon sessions on Tuesday and Thursday afternoons (3 hours per day)

Bobtails Playgroup
11.45am to 2.45pm on Monday, Wednesday and Friday afternoons (3 hours per day)

- The session in the afternoon for both providers will include an allotted time for lunch. Children should be provided with a home-packed lunch.
- Parents who are not eligible for the additional 15 hours' funding are able to pay for the afternoon sessions. Invoices will be sent from the providers.
- The funding requires that the provision for the total 6 hours per day is 'seamless' i.e. 08.45am - 2.45pm.
- Nursery children will be able to stay with either afternoon provider until 3.15pm, in order to be in line with the main school collection time. Parents are able to pay for this additional 30 minutes if all of their free provision hours are already allocated.
- The extra hours in the afternoon would be within the limitations of the hours on offer by each of the providers.

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